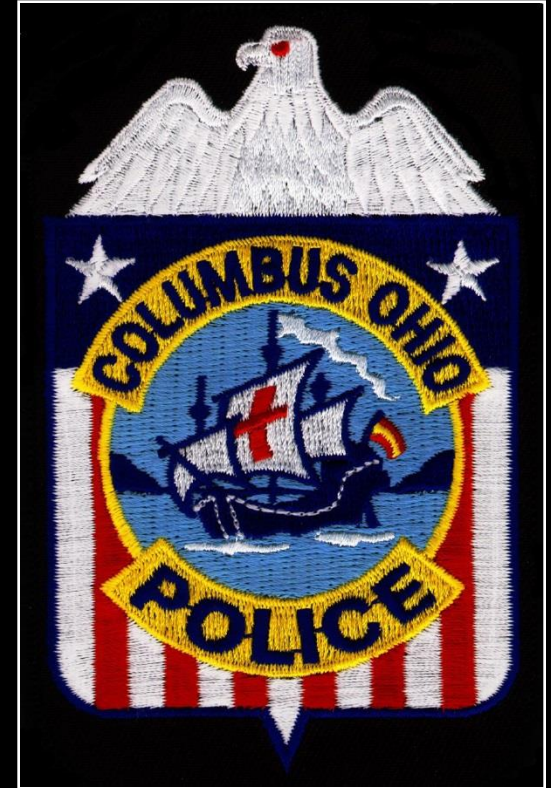


*2016 Police
Lieutenant
Promotional
Examination*



Today's Agenda

- Welcome & Introductions
 - Richard Cherry (645-7217)
 - Carla Goddard (645-0855)
 - www.columbus.gov/civilservice
- Exam Background & Dates
- Exam Overview
 - Multiple Choice
 - Written Work Sample
 - Oral Board
 - Results Release
- Questions & Discussion





The Purpose of Testing

To provide a fair, objective, and valid method of predicting which candidates are more likely be “successful” as a Lieutenant with the Columbus Police Division



Exam Validity

- A valid exam is one that reflects the job
- In general, the validity of an exam increases as the test more closely reflects the important aspects of the job



Job Analysis





Lieutenant Task Categories

- Command Responsibilities
- Documentation Review and Management
- Supervision, Performance Review and Training
- Attainment and Application of Legal and Procedural Knowledge
- Departmental Representation
- Planning and Resource Allocation and Acquisition

2016 Police Lieutenant Promotional Exam

- Phase I: Open-book multiple-choice - 25%
- Phase II: Closed-book multiple-choice - 25%
- Phase III: Written work sample - 25%
- Phase IV: Oral board - 25%





Exam Dates and Location



- Phase I - Multiple-Choice (OB) May 24, 2016
- Phase II - Multiple-Choice (CB) May 24, 2016
- Phase III - Written Work Sample May 26, 2016
- Phase IV - Oral Exam-Week of June 13, 2016

The location for phases I, II, and IV will be 750 Piedmont road. Phase III will be administered at 77 N. Front St. in the testing center.





Open-Book Multiple-Choice Exam

- Tuesday, May 24, 2016, 8:00 a.m.
- Reading list sources may be consulted during the test
- Non-electronic dictionary
- No sharing of sources
- The number of questions on the exam: 80-100
- Up to 3 hours
- 3-5 alternatives





Closed-Book Multiple-Choice Exam

- Tuesday, May 24, 2016, at 12:30 p.m.
- NO source materials are allowed in the test room
- Number of questions on the exam: 80-100
- Approximately 2 hours
- 3-5 alternatives





Approximate Item Source Distribution

- Open-Book Exam
 - EOM (15-20%), DIR (15-25%), PSOP (5-10%),
 - FOP (15-20%), SUP (20-25%), ARR/LU (10-15%)
- Closed-Book Exam
 - EOM (10-15%), DIR (15-20%), PSOP (15-20%),
 - FOP (15-20%), SUP (10-15%), ARR/LU (20-25%)



Multiple-Choice Phases

- Test questions are developed based on source material from the reading list.
- More questions were written than needed; this allows for questions rated as better by the SMEs to be used and other questions discarded.
- Questions selected based upon SME review.
- Determination of closed or open-book based upon result of SME item review.
- Questions will be grouped by source with section headings (Legal Updates and ARR together).





Multiple-Choice Appeals

- May 25th 9:00 A.M. – 4:00 P.M.
- May 26th 1:00 P.M. – 4:00 P.M.
- May 27th 9:00 A.M. – 4:00 P.M.
- (May 26th 8:00 A.M. – 11:00 A.M. may be added...you will be notified on test day)

- The purpose of appeals
- Mark answers in your test booklet as well as on the answer sheet
- Sources may be used
- Notes made during appeals may **NOT** be taken from the appeals room
- Cell phone and computer usage is prohibited in the appeals room
- Laptops and tablets are prohibited from use in the appeals room
- Subject matter experts from the Division review the appeals
- Only test takers may participate





Clerical Review

- Appeals Results
- Score Verification



General Multiple-Choice Tips

- Arrive early, give yourself plenty of time to drive/park
- Bring driver's license and printed copy of the admission notice
- No drinks permitted
- Dress in layers
- Pace yourself on exam--wear a watch
- Periodically make sure test answers in test booklet and answer sheet correspond
- Leave the building when finished with each exam





Written Work Sample

- May 26, 2016
- May use the sources on the reading list
- Use a non-electronic dictionary
- 3 hours to complete exam
- Test administered on computers in testing center located at 77 N. Front St.
- Sequestering may be required





Written Work Sample

- The Lieutenant's exam will consist of exercises designed to simulate duties performed by supervisors in this rank
- The exercises may include in-basket activities, responses to incidents, planning issues, and other tasks performed by Lieutenants





Written Work Sample Development Process



- Exercises on the written work sample are designed to represent the duties associated with important task categories
- SMEs used in development process
- Pilot testing
- Adjustments made based on pilot testing



Written Work Sample Scoring

- Check-off list
- Exams will be graded by CSC Personnel Analysts
- Graders will receive training prior to scoring the exam
- Grading will be based on two out of three





Written Work Sample *Clerical Review - Appeals*

- June 28, 29, and 30 from 9:00 a.m. – 4:00 p.m.
- Opportunity to review your test booklet, response booklet and scoring summary sheet
- Petition for additional credit
- Appeal items on scoring key for removal from key
- SMEs review petitions and appeals





Oral Board

- Weighted as 25% of total score
- Date of Exam: Week of June 13, 2016
- Arrive at least 15 minutes prior to your scheduled report time
 - Information to review (tips on preparing, general testing information)
 - Plan for delays (traffic, etc.)





Oral Board Exercises

- Two Exercises
- Preparation time
 - You will receive 60 minutes to prepare for both exercises. You may use all of the sources on the reading list.
- You must bring your own PAPER sources
- Each candidate's performance will be video recorded



Single Day Administration

- Prevent information sharing or leaks (no cell phones, tablets or other electronic devices allowed)
- Longer hours (bring snacks, books, cards, etc.)
- Sequestering (AM / PM)





Oral Board Exercises

- Two exercises
- **10** minutes total time for each exercise
- You will receive a **2-minute** warning



Assessors

- Two grading boards per exercise – four boards
- Three assessors per board
- Assessors receive extensive training
- No scoring on exam day, video scoring only
- Clerical review after tentative results





Method of Scoring

- Scores based on modified Behaviorally-Anchored Rating Scales (BARS)
- Scores based on a 1-9 rating scale
 - Scoring Dimensions
 - Oral Communication
 - Interpersonal Relations
 - Judgment/Problem Resolution
 - Decisiveness/Initiative





Oral Communication

- Organizes thoughts and expresses them in a clear and logical manner
- Quickly and accurately comprehends what others are saying or asking
- Uses appropriate vocabulary and grammatical form





Interpersonal Relations

- The ability to establish and maintain cooperative and constructive working relationships with others
- The ability to consider and respect the feelings, needs, and viewpoints of others





Judgment/Problem Resolution

The ability to make logical decisions by:

- Identifying the problem
- Securing relevant information
- Assessing alternative courses of action
- Evaluating the potential results





Decisiveness and Initiative



- Originating and implementing programs
- Taking action to achieve goals
- Making timely decisions
- Committing oneself to a course of action



Release of Test Results

- July 15, 2016 tentative results will be sent to candidates
 - Including raw scores, score by dimension, possible seniority points, and the high, low, and average scores
 - Excluding rank
- July 29, 2016 final results will be sent to candidates
 - Including final score and ranking on the eligible list
- Eligible list effective date is July 31, 2016





Questions

The floor is now open for questions and discussion



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